

B-10: Traffic Assistant

Date of Hire: 08/11/2010

Referral Source of Hiree: Website

# of Interviewees for position and  
Referral sources of interviewees

Website

Employee Referral

Website

Website

Temp Working @ Station



## EEO Check List

Position: Traffic Assistant

Open date 6.29.10 Close date 8.11.10

Responsibility	Description	Date	Initials
Kimberly Taylor	Received notice of opening	✓	Kt
Kimberly Taylor	Prepare open file	✓	
Department Head	Complete ad placement form	✓	
Freddie Milton	Mail referral letters & email station Webmaster & Corp. Webmaster to post on-line	✓	
Freddie Milton	Post opening on internally (Bulletin Boards)	✓	
Brent Booth	Post on station web site	✓	
Maggie Staneki	Post on Corporate Web Site	✓	
Freddie Milton	Return completed ad placement form with copy of all ads placed attached to EEO Coordinator	✓	
Interviewer	Ensure all candidates interviewed complete application & candidate profile form	✓	Kt
Interviewer	Select candidate / review w/GM	✓	
Interviewer	Complete applicant recruiting summary	✓	
Interviewer	Notify candidate	✓	
Interviewer	Review File w/Department Head	✓	
Interviewer	Return closed EEO file which includes all resumes and applications to Kathleen	✓	
Karen Wills	Review file	✓	KW
Kimberly Taylor	Close file		
Freddie	Add info to current Public File Report		
Freddie Milton	Remove job description posting from bulletin board & return to Kim to place in EEO file		



*Done 6-30-10 JM*

## Ad Placement CHECKLIST

Vacant Position: Traffic Assistant

Date Position Opened: 6/29/2010

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

### Organization

EEO LETTERS (see list on back for list of org.)

My Eyewitness News Website

NPTV Website

602 COMMUNICATIONS (Sandy Lizik [slizik602@gmail.com])\*

TVJobs

Tennessee Broadcast Association (TAB)

Broadcast Engineering Magazine\*\* (Dahlstrom, Julie [Julie.Dahlstrom@penton.com])\*

CareerBuilder

MediaRecruiter.com

Memphis Jobs

Monster.com

National Association of Black Journalists (NABJ)

National Association of Broadcasters (NAB)

National Association of Hispanic Journalists (NAHJ)

Spots N Dots


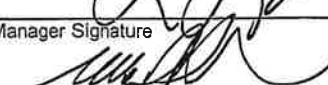
Yahoo Hot Jobs

TVTechnology.com (Jessica Striano [jstriano@nbmedia.com])\*

	Check Source to use	Completed
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/C		
N/C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/C		
\$567/30		
\$419/30		
\$199/30		
\$299/30		
\$325/30		
\$150/30		
\$250/30		
\$100/30		
\$297/30		
\$349/30		
\$2 per word/30		

\*Need to email

\*\*Cost may vary depending on the length of the ad.


  
 Manager Signature \_\_\_\_\_ Date 6/30/10
  

  
 Business Manager Approval \_\_\_\_\_ Date 6/15/11



**WPTY/WLMT/WJKT**

**Job Title:** Traffic Assistant

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**Department:** Traffic

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**Reports To:** Sales Systems Manager

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**REQUIREMENTS:**

**Qualifications:** High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

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**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions, and also maintain and schedule commercial logs for the television station. The Traffic Assistant will help to insure accurate and timely preparation of copy for the daily operations log. Duties to include data entry, filing and maintaining tape library. We are looking for a detail oriented person who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-key skills, Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Traffic related or VCI traffic system definitely preferred.

**PLEASE SEND RESUME TO:**  
**Newport Television ABC 24/CW 30**  
**Attn: Anastasia Yoshida**  
**2701 UNION AVE. EXT.**  
**Memphis, TN. 38112**  
**Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)**

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN DATE: 06/29/10**

**CLOSE DATE: 07/15/10**

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June 29, 2010

Mr. Curtis Rodgers  
Career Center  
Christian Brothers University  
650 E. Parkway South  
Memphis, TN. 38104

Dear Mr. Rodgers:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-11



June 29, 2010

Ms. Denita Hedgeman  
LeMoyne Owen College  
Career Services Office  
807 Walker Ave.  
Memphis TN. 38126

Dear Ms. Hedgeman:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-21



June 29, 2010

Mr. David Chamberlain  
Memphis Career Center  
5368 Mendenhall Mall  
Memphis, TN. 38115-4505

Dear Mr. Chamberlain:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-31



June 29, 2010

Brenda Williams  
Southwest Tennessee Community College  
5983 Macon Cove  
Farris Building Rm. 2160  
Memphis, TN. 38134

Dear Ms. Williams:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-41





June 29, 2010

Tonja Baymon  
Employment & Training Manager  
Memphis Urban League  
413 N. Cleveland  
Memphis, TN. 38104

Dear Ms. Baymon:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-51



June 29, 2010

Ms. Madeleine Taylor  
NAACP  
588 Vance Ave.  
Memphis, TN. 38126

Dear Ms. Taylor:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-61



June 29, 2010

Ms. Joyce Reed  
Tennessee Labor &  
Workforce Development  
1295 Poplar Ave.  
Memphis, TN. 38104

Dear Ms. Reed:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-71



June 29, 2010

Ms. Alisha Rose Henderson  
University of Memphis  
Director of Career & Development  
400 Wilder Tower  
Memphis, TN. 38152

Dear Ms. Henderson:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-81



June 29, 2010

Mississippi State University  
Career Center  
P. O. Box P  
Mississippi State, MS. 39762  
Attn: Scott Maynard

Dear Mr. Maynard:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

19-91



June 29, 2010

S. B. Kyle  
Operation PUSH  
704 S Parkway E.  
Memphis, TN. 38106

Dear Mr. Kyle:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-11



June 29, 2010

Sue Crawley  
Mid-South Women's Connection  
2750 Darlington Cove  
Memphis, TN. 38118

Dear Ms. Crawley:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-21



June 29, 2010

Felicia Lee  
Tennessee Technology  
550 Alabama  
Memphis, TN. 38105

Dear Ms. Lee:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-41





June 29, 2010

Bobbi Oliver  
Mississippi Dept. of Employment Security  
P. O. Box 186  
Southaven, MS 38671

Dear Bobbi Oliver:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-61



June 29, 2010

SRVS  
3592 Knight Arnold  
Memphis, TN. 38118  
Attn: Donna Palmer – Director

Dear Ms. Palmer:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-71



June 29, 2010

Bridges, USA  
477 N. Fifth Street  
Memphis, TN. 38105  
Attn: MaryAn Mercer  
Business Development

Dear Ms. Mercer:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-81



June 29, 2010

Arkansas Department of Employment Security  
Career Services Office  
P. O. Box 1928  
West Memphis, AR 72303  
Attn: Yolanda Macklin

Dear Ms. Macklin:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

20-91



June 29, 2010

Kristie Johnson  
UCP/Memphis Works  
4189 Leroy  
Memphis, TN. 38108

Dear Ms. Johnson:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-11



June 29, 2010

Memphis City Schools  
Telecommunications Center  
2485 Union Avenue  
Memphis, TN. 38112  
Attn: Evelyn McGuire

Dear Ms. McGuire:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-21



Email job posting to: Virginia Crump – [vc Crump@lanecollege.edu](mailto:vc Crump@lanecollege.edu)

June 30, 2010

Lane College  
Virginia Crump  
545 Lane Avenue  
Jackson, TN. 38301

Dear Ms. Crump:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-51



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jobs post job eeo



## jobs

tv

radio

web

news

sales

engineering and technology

marketing and promotions

management

administrative



## TAB NEWS

June 28 - Doug Pierce-TAB  
Legal Counsel-Unpaid  
Interns Memo

## career

jobs - tv

### Traffic Assistant

30 JUNE 2010

Type: Tv  
Organization: Newport Television - WPTY/WMLMT/WJKT  
Location: Memphis, TN  
Description: Qualifications: High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)





June 29, 2010

Sheree Hudgins  
University of Memphis  
Department of Communication Arts  
143 Theatre Comm. Building  
Memphis, TN. 38152-3150

Dear Ms. Hudgins:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-41



June 29, 2010

Athens State College  
Career Services  
300 North Beaty Street  
Athens, AL. 36511  
Attn: Larry Keenum

Dear Mr. Keenum:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-61



June 29, 2010

Dr. Ralph Braseth  
Student Media Center  
University of Mississippi  
201 Bishop  
University, MS 38677

Dear Dr. Braseth:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-71



June 29, 2010

Lisa Gooden  
Career Services  
University of Mississippi  
303 Martindale Hall  
University, MS 38677

Dear Ms. Gooden:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-81



June 29, 2010

Rust College  
Wayne Fiddis  
Mass Communication Center  
150 Rust Avenue  
Holly Springs, MS 38635

Dear Mr. Fiddis:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

21-91



June 29, 2010

University of Memphis  
Herff College of Engineering  
201 Engineering Adm. Building  
Memphis, TN. 38152-3170  
Attn: Shelia Moses

Dear Ms. Moses:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-11



June 29, 2010

Mississippi University for Women  
Towanda Williams  
Career Services  
1100 College St.  
W 1624  
Columbus, MS 39701

Dear Ms. Williams:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-31



June 29, 2010

Northwest Community College  
4975 Hwy. 51 N  
Senatobia, MS 38635  
Attn: Kristin Watson

Dear Ms. Watson:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-51





June 29, 2010

American Sportscasters Association  
225 Broadway  
New York, NY 10007  
Attn: Pat Turturro

Dear Mr. Turturro:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-61



June 29, 2010

Jamie Palmer  
Career Services  
ITT Technical Institute  
7260 Goodlett Farms Parkway  
Cordova, TN 38016

Dear Ms. Palmer:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-71

**Milton, Freddie**

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**From:** Milton, Freddie  
**Sent:** Wednesday, June 30, 2010 10:56 AM  
**To:** 'angela.poole@remingtoncollege.edu'  
**Subject:** Job Posting  
**Attachments:** JOB DES. FOR Traffic Assistant Rev 6-29-2010.doc; JOB DES. FOR Studio Floor Director.doc

Good Morning Angela,

We have two jobs we would like for you to post on your website and/or bulletin boards.

If you should have any questions, please feel free to contact me.

Thank you and have a great holiday weekend.

**Freddie Milton**

**Administrative Assistant**  
**WPTY/WLMT/WJKT**  
**2701 Union Avenue Extended**  
**Memphis, TN 38112**  
**Tel: 901-323-2430**  
**Fax: 901-323-9503**

*And do not be conformed of this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God. Romans 12: 2*



Email: [angela.poole@remingtoncollege.edu](mailto:angela.poole@remingtoncollege.edu)

June 30, 2010

Remington College Memphis Campus  
2710 Nonconnah Blvd.  
Memphis, TN 38132  
Attn: Angela Poole  
Career Services Representative

Dear Ms. Poole:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-81

**Milton, Freddie**

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**From:** Milton, Freddie  
**Sent:** Tuesday, June 29, 2010 5:06 PM  
**To:** 'carolyne@astate.edu'; 'vcrump@lanecollege.edu'; 'oakesa@rhodes.edu'  
**Subject:** Job Posting Revvised  
**Attachments:** JOB DES. FOR Traffic Assistant Rev 6-29-2010.doc; JOB DES. FOR Studio Floor Director.doc

Good Afternoon,

Please post the attached jobs on your website and/or bulletin boards.

Thank you and if you have any questions, please do not hesitate to contact me.

**Freddie Milton**

**Administrative Assistant**  
**WPTY/WLMT/WJKT**  
**2701 Union Avenue Extended**  
**Memphis, TN 38112**  
**Tel: 901-323-2430**  
**Fax: 901-323-9503**

*And do not be conformed of this world, but be transformed by the renewing of your mind,  
that you may prove what is that good and acceptable and perfect will of God. Romans 12: 2*



Email to: [oakesa@rhodes.edu](mailto:oakesa@rhodes.edu)

June 30, 2010

Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690  
Attn: Amy Oakes  
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-91

FRONT DESK



WPTY/WLMT/WJKT

Job Title: Traffic Assistant

Department: Traffic

Reports To: Sales Systems Manager

### REQUIREMENTS:

**Qualifications:** High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

### (LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions, and also maintain and schedule commercial logs for the television station. The Traffic Assistant will help ~~us~~ to insure accurate and timely preparation of copy for the daily operations log. Duties to include data entry, filing and maintaining tape library. ~~We are looking for a detail oriented~~ person who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-key skills, Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Traffic related or VCI traffic system definitely preferred.

PLEASE SEND RESUME TO:  
Newport Television ABC 24/CW 30  
Attn: Anastasia Yoshida  
2701 UNION AVE. EXT.  
Memphis, TN. 38112  
Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN DATE: 06/29/10

CLOSE DATE: 07/15/10

*Ryan Thayer Start 08-11-2010*

**FIRST FLOOR - SALES**



**WPTY/WLMT/WJKT**

**Job Title:** Traffic Assistant

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**Department:** Traffic

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**Reports To:** Sales Systems Manager

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**REQUIREMENTS:**

**Qualifications:** High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

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**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions, and also maintain and schedule commercial logs for the television station. The Traffic Assistant will help to insure accurate and timely preparation of copy for the daily operations log. Duties to include data entry, filing and maintaining tape library. We are looking for a detail oriented person who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-key skills, Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Traffic related or VCI traffic system definitely preferred.

**PLEASE SEND RESUME TO:**  
**Newport Television ABC 24/CW 30**  
**Attn: Anastasia Yoshida**  
**2701 UNION AVE. EXT.**  
**Memphis, TN. 38112**  
**Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)**

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN DATE: 06/29/10**

**CLOSE DATE: 07/15/10**

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**SECOND FLOOR – G & A**



**WPTY/WLMT/WJKT**

**Job Title:** Traffic Assistant

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**Department:** Traffic

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**Reports To:** Sales Systems Manager

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**REQUIREMENTS:**

**Qualifications:** High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

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**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions, and also maintain and schedule commercial logs for the television station. The Traffic Assistant will help to insure accurate and timely preparation of copy for the daily operations log. Duties to include data entry, filing and maintaining tape library. We are looking for a detail oriented person who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-key skills, Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Traffic related or VCI traffic system definitely preferred.

**PLEASE SEND RESUME TO:**  
**Newport Television ABC 24/CW 30**  
**Attn: Anastasia Yoshida**  
**2701 UNION AVE. EXT.**  
**Memphis, TN. 38112**  
**Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)**

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN DATE: 06/29/10**

**CLOSE DATE: 07/15/10**

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**WPTY/WLMT/WJKT**

**Job Title:** Traffic Assistant

---

**Department:** Traffic

---

**Reports To:** Sales Systems Manager

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**REQUIREMENTS:**

**Qualifications:** High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

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**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions, and also maintain and schedule commercial logs for the television station. The Traffic Assistant will help to insure accurate and timely preparation of copy for the daily operations log. Duties to include data entry, filing and maintaining tape library. We are looking for a detail oriented person who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-key skills, Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Traffic related or VCI traffic system definitely preferred.

**PLEASE SEND RESUME TO:**  
**Newport Television ABC 24/CW 30**  
**Attn: Anastasia Yoshida**  
**2701 UNION AVE. EXT.**  
**Memphis, TN. 38112**  
**Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)**

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

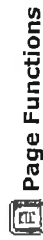
**OPEN DATE: 06/29/10**

**CLOSE DATE: 07/15/10**

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## Viewing Job: 591/Traffic Assistant

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### Position Information

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link above to view all activity for this job posting.

Click the [Close Job] link above to close this job.

**\*Job ID:** 591

**\*Job Title:** Traffic Assistant

**Job Reference Num** :

**Organization Name:** Newport Television, LLC

**No of Openings:** 1

**Work Schedule:**

**Hours per Week:** 40


**Wage/Salary:**

**Employment Start Date:**

**Employment End Date:**

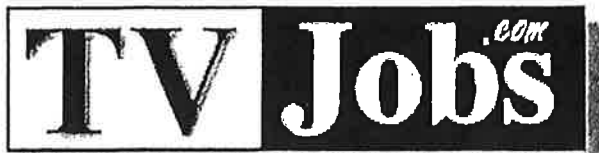
**Supervisor:** Anastasia Yoshida

**\*Job Description:** ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions also maintain and schedule commercial logs for the television station. The Traffic Assistant help to is to insure accurate and timely preparation of copy for the daily operations log. I include data entry, filing and maintaining tape library. We are looking for a detail oriente who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-k Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Trail or VCI traffic system definitely preferred.

**Graduation End:**  
**Classification:** Alumni  
**Degrees:** BA  
**Majors:**  
**Screen by Applicant Types:** No  
**Screen by Minimum GPA:** No  
**Screen by Work Authorization:** No  
**Screen by Graduation Range:** No  
**Screen by Classification:** No  
**Screen by Degrees:** No  
**Screen by Majors:** No  
**\*Post Date:** 6/30/2010  
**Expiration Date:** 7/15/2010  
**Show Contact Info:** Yes  
**Allow Students to Apply Online  :** Yes

**Control Information**

**\*Status:** Pending



Broadcast Employment Services



WPTY (ABC) Memphis, Tennessee

**Position** Traffic Assistant  
**Station Ownership** NewportTV  
**Station Slogan** "Uncovering. Investigating. Getting Results."  
**Reference #** TVJ#34131561  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** See Ad  
**Posted** 6/30/2010  
**Closes** 7/30/2010  
**Time Left** 30 Days  
**DMA** #50  
**Found In** Traffic



## Traffic Assistant

Reports To: Sales Systems Manager

## REQUIREMENTS:

Qualifications: High School Diploma, College preferred. Understanding or experience with automated broadcast traffic system, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email. Must be a self-starter who takes initiative, has strong math and problem solving skills and be able to work in an open environment with regular distraction.

## (LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

ABC24 CW 30 is looking for a detail oriented Traffic Assistant to help enter copy instructions, and also maintain and schedule commercial logs for the television station.



## Supplemental Information

**Salary Type**  
**Salary Range**  
**Starting Salary / Year**  
**Starting Salary / Hour**  
**Job Type**  
**Hours**  
**Workweek**  
**Scheduled on Holidays**  
**Start Date**  
**Probation Period**

Full Time - Regular

**Benefits**  
**Benefit Premium**  
**401K Plan**  
**Vacation**  
**Paid Sick Leave**

**Phone Calls**  
**Agent Phone Calls**

No

**Résumé**  
**Cover Letter**  
**References**  
**Salary History**  
**Tape / Reel**  
**Tape Format**  
**Tape Return**  
**Director's Track**

**FAX Résumé**  
**TVJobs.com E-Résumé**

No  
Yes

**Degree Required**  
**Contract Required**

The Traffic Assistant will help to insure accurate and timely preparation of copy for the daily operations log. Duties to include data entry, filing and maintaining tape library. We are looking for a detail oriented person who works well under pressure, and can meet deadlines. Fast, accurate typing and 10-key skills, Microsoft Word and Excel knowledge required. Experience or knowledge of TV/Radio Traffic related or VCI traffic system definitely preferred.

**PLEASE SEND RESUME TO:**

Newport Television ABC 24/CW 30  
Attn: Anastasia Yoshida  
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Memphis, TN. 38112

Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)

Please no phone calls

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When responding to this job ad, please mention you saw it listed at TVJobs.com

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 **Send Resume**

Annual E-Résumé subscription  
or DigitalTalent résumé required.

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**Contract Length**

**Special Requirements**

**Driver's License**

**Insurance**

**Good Driving Record**

**Heavy Lifting**

**Previous Applicants**

**Local Apartment Rental**

**Moving Expenses**

**Union Position**

**Union Contract Expires**

**Confirmation Letter**

**Rejection Letter**

**Feedback**

**Drug Screen**

**Proof of Eligibility to work  
in U.S. Required**

**Equal Opportunity  
Employment** Yes

**EOE Data Form** Yes

# Traffic Assistant - Memphis, TN

Last Update: 8:53 am

[Print Story](#) |

## TRAFFIC ASSISTANT

ABC24 CW 30 is looking for a detail-oriented Traffic Assistant to help enter copy instructions, as well as maintain and schedule commercial logs for the television station. The Traffic Assistant will help to insure accurate and timely preparation of copy for the daily operations log. Duties also include data entry, filing, and maintaining tape library.

We are looking for someone who works well under pressure and can meet deadlines, has fast, accurate typing and 10-key skills, and knowledge of Microsoft Word and Excel is required. Must be a self-starter who takes initiative, has strong math and problem solving skills, excellent time management skills, extensive computer skills including a working knowledge of Microsoft Office programs and email, and is able to work in an open environment with regular distractions.

The successful candidate must also possess an understanding of or have experience with automated broadcast traffic system, and experience with or knowledge of TV/Radio Traffic related or VCI traffic system is definitely preferred. A high school diploma is also required; college preferred.

Qualified candidates please send a resume to:

Newport Television ABC 24/CW 30  
Attn: Anastasia Yoshida  
2701 Union Ave. Ext.  
Memphis, TN 38112

Or email: [ayoshida@abc24.com](mailto:ayoshida@abc24.com)

**PLEASE NO PHONE CALLS**

***Newport Television LLC is an Equal Opportunity Employer. It is the policy of Newport Television not to discriminate in its employment and personnel policies because of a person's sex, age, race, religion, color, marital status, sexual orientation, citizenship status for legal residents, disability or national or ethnic origin, or other protected class.***

## Studio Floor Director (Part-time)

Last Update: 12:06 pm

[Print Story](#) |

**Department:** NEWS

**Reports To:** News Production Manager

**Education:** High School Diploma

**Training & Job Skills:** Must possess a basic knowledge of television production techniques as well as execution of a live newscast.

**Experience:** Some experience in similar broadcast position.

Accurately operate studio teleprompter system, maintain a clean and operational studio, including maintaining lighting, cameras, and sets. Must be able to work under the direction of the Director and in conjunction with other Floor Directors both before and during newscasts, be able to organize and distribute scripts and rundowns to necessary news staff, maintain newsroom printers, perform other responsibilities as assigned. This position will require scheduling flexibility and may include weekend and holiday work and the ability to be on-call for special news events and breaking news.

PLEASE SEND RESUME TO:  
Newport Television, LLC - Memphis  
Peter Richards • WPTY/WLMT • 2701 UNION AVE. EXT.  
MEMPHIS, TN. 38112  
Or Email: [prichards@abc24.com](mailto:prichards@abc24.com)

Please no phone calls

Equal Opportunity Employer  
A NEWPORT TELEVISION STATION





June 29, 2010

University of Arkansas  
ADMN 222  
Fayetteville, AR. 72701  
Carol Jones – Coordinator Recruiting

Dear Ms. Jones:

The attached information describes the job openings for the following positions:

Studio Floor Director (PT)  
Traffic Assistant

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-41